

Making Course Sites Available in Blackboard

Turning on Visibility for Students

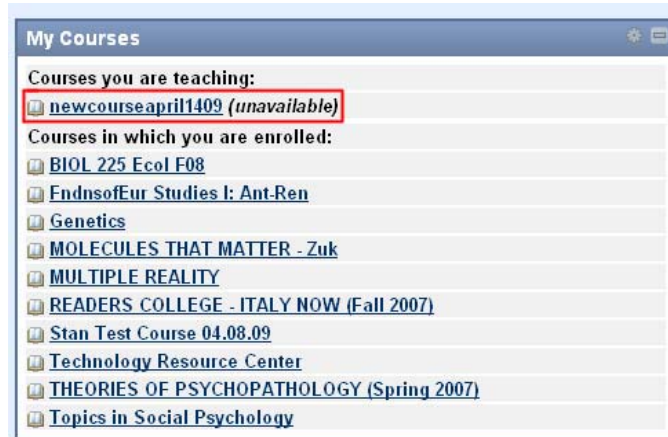
By default, course sites are not “available.” This setting must be changed by faculty when they are ready for students to access materials in a Blackboard course site.

To make a course site available:

1. In the main Blackboard screen, under **My Courses**, click the **course name**

Note: Courses with the text *(unavailable)* next to them are currently unavailable to students

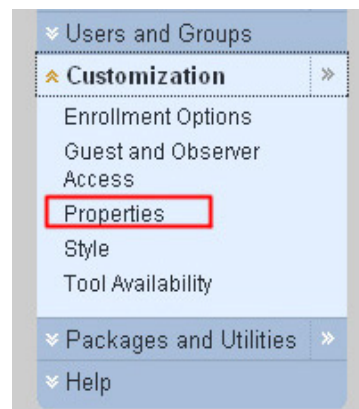
Note: Students cannot access unavailable classes



2. In the left menu pane of the course site, under **Course Management** section, click **Customization**



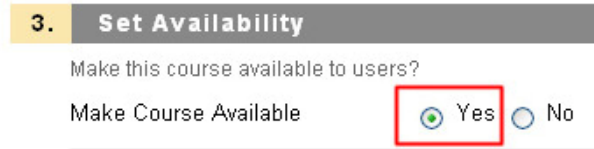
3. Under Customization, click **Properties**



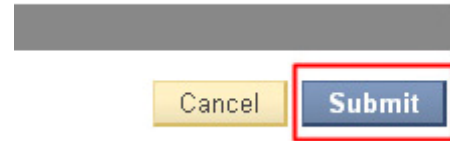
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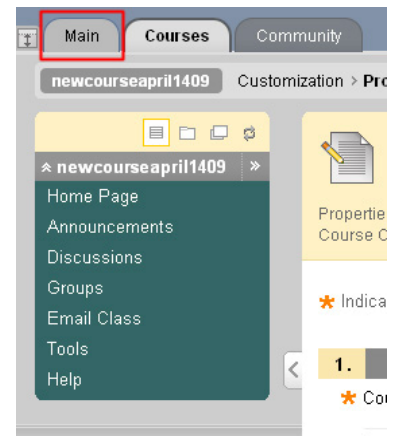
4. In Properties screen, under Set Availability, click **Yes**



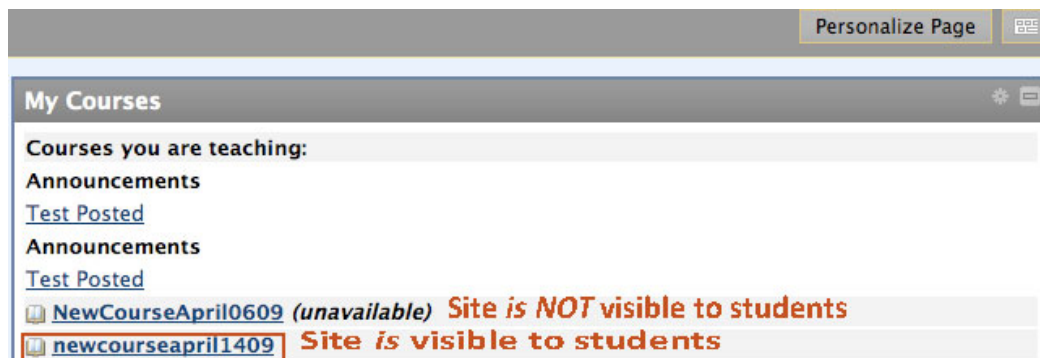
5. At the bottom or top of the page, click **Submit**



6. To verify the change, click **Main**



The course should now be listed on the right side of the main page, under **My Courses**, without “*(unavailable)*” next to the course name



7. If you have any trouble with the above process, please contact the Help Desk in the Library Learning Commons or 315-781-4357 (ext. 4357/HELP on campus) or helpdesk@hws.edu.